

Finance & Utility Committee Meeting Minutes
Wednesday, March 28, 2018

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member Carroll Jones, Council Member Tom Smith, City Administrator David Dunn, John Dayton, Public Works Director John Gerstner, and City Clerk Carrie Myers.

Cleaning Contract – after an unsuccessful RFP process for a cleaning contract Carrie located All Clean Inc., who submitted a proposal for all City facilities two times each week for a yearly contract of \$45,000. Recommendation to move to M&C meeting.

Pre-season pool expenses – Request to install a shade structure for \$8,500. Recommendation to move to FY19 due to other necessary expenditures.

Microtech P.O. – WTP update for SCADA, Computer and Wonderware totaling \$11,743. Committee was concerned as procurement process wasn't followed. Work was completed without P.O. approval. Dave explained it could be blamed on restructuring of Superintendents at plants and problems discovered with the AP process. Recommend to move to M&C consent agenda.

Moose Property Purchase – Mayor, Committee, and others toured the building. Due to high price and necessary improvements needed, Committee recommend not to proceed.

Company 19 lots – Company 19 purchased three vacant lots, 7, 9, and 11 South Virginia Ave. Meters have been removed, however water and sewer service is still at the lots. The City pays the base rate for them at the main West Potomac St. building. They will be charged a base ready-to-serve rate for the three vacant lots on South Virginia Ave. unless the services are capped. A letter will be sent detailing this.

Sewer lateral re-lining – After an unsuccessful bidding process and months of searching for a contractor, John located Mobile Dredging & Video Pipe who proposed a cost of \$4,750 for each lateral. \$105,000 has been budgeted for FY18. Recommended to move to M&C.

Yourtee Springs Pressure Pumps – PW is proposing, as part of the Cemetery Circle water line replacement project, to install valve to reduce pressure on Yourtee Line from 140-ish psi to 100-ish psi. With this reduction a pumping station will be needed to reach several Cemetery Circle residences.

Asphalt Roller for DPW – Budgeted \$15,000. Used rollers are averaging over \$20,000. Committee recommends purchasing and splitting cost between General and Enterprise.

Campground Electric/Water/Sewer hookups – Three more 50 amp services. Get quotes.

Sports Complex Tree Clearing & Silt fence - \$50,000 budgeted and \$65,000 to be reprogrammed from grant for concession stands to project. Butler provided low bid off \$65,150 including silt fence. To Mayor & Council.

The meeting adjourned at 7:30 pm. Prepared and submitted by Dave Dunn